

PERSONALLY PROCURED MOVE CHECKLIST AND CERTIFICATION OF EXPENSES

Name: DOE, JOHN L SSN: 123-45-6789

Here is what needs to be turned in:

- DD Form 2278 – 1 (we will make needed copies)
- DD Form 1351-2 – Original plus 5 copies
- Orders/Amendments/AF Form 150 – 4 copies
- PPM Checklist – 2 copies
- Weight Tickets (empty and full) – Original plus one copy of each ticket
- Moving Company Receipt – Original plus one copy

- ✓ **Be sure name and *last four digits* of SSN are on all documents**
- ✓ **Be sure all documents are dated properly**
- ✓ **Be sure all documents requiring member's signature are signed**
- ✓ **Be sure to keep a copy of everything turned in for payment for your records**

**IT IS SUGGESTED THAT YOU SEND YOUR PAPERWORK
"RETURN RECEIPT REQUESTED"**

NOTE: Claimable expenses are payments to rental companies for rental vehicles, packing materials, moving equipment such as a hand truck and furniture pads, gas, oil, tolls and weighing expenses. Non-claimable expenses include but are not limited to: tow dollies, tow bars, auto transporters, insurance, sales tax, meals and lodging.

EXPENSES CLAIMED MUST BE SUPPORTED BY EXPENSE RECEIPTS AND RENTAL CONTRACTS.

Rental Vehicle Expense:	\$ <u>200.00</u>
Gas, Tolls & Weighing Fees:	<u>75.00</u>
Moving Equipment:	<u>0.00</u>
Other Expenses:	<u> </u>
<u> PACKING MATERIALS </u>	<u>30.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>
Total Moving Expenses Claimed:	<u>305.00</u>

I certify that the above amounts have been incurred as expenses on my PPM move

From: BEAVERCREEK, GREENE, OH
To: CAMP PENDLETON, CA

PRIVACY ACT STATEMENT

Authority: U.S.C. 5701-5742.37, U.S.C. 404-427, and E.O. 9297. Principal purpose: Used for reviewing, approving, accounting and disbursing for official travel. SSN is used to maintain a numerical identification system for individual claims and to report income to the Internal Revenue Service. Routine uses: To substantiate claims for incentive payments for movement of household goods. Disclosure: Voluntary; failure to furnish information requested may result in partial or total denial of claim and/or improper tax application. Note: Expenses certified on this statement reduce taxable income reported on form W-2 and may not be claimed again as moving expenses. Tax withholding will be 28% of profit (entitlement minus expenses).

I understand the penalty for willfully making a false statement of claim is a maximum fine of \$10,000, maximum imprisonment of five years, or both (U.S.C., Title 18, Section 287).

Signature

Date

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EXPENSES CLAIMED MUST BE SUPPORTED BY EXPENSE RECEIPTS AND RENTAL CONTRACTS.

Rental Vehicle Expense:	\$ _____
Gas, Tolls & Weighing Fees:	_____
Moving Equipment:	_____
Other Expenses:	_____
_____	_____
_____	_____
Total Moving Expenses Claimed:	_____

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To: _____

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